



ADM, REQUIRED ANNUAL HOURS & DAYS

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03/09/2011

180 DAYS OR ANNUAL HOURS

- ARS 15-341(B) "one hundred eighty days" means one hundred eighty days of instruction or an equivalent number of minutes of instruction per school year"
- School districts and charters should ensure that they have sufficient annual instructional hours scheduled regardless of the number of days offered.



FULL TIME STUDENT K-8 (NON-AOI)

Hours enrolled as applied to a full year schedule

FTE	0	0.25	0.5	0.75	1
Kindergarten	<360	N/A	≥ 360	N/A	N/A
1 - 3	<178	≥ 178 and <356	≥ 356 and <534	≥ 534 and <712	≥ 712
4 - 6	<223	≥ 223 and <445	≥ 445 and <668	≥ 668 and <890	≥ 890
7 - 8	<250	≥ 250 and <500	≥ 500 and <750	≥ 750 and <1000	≥ 1000



FULL TIME STUDENT 9-12 (NON-AOI)

FTE	Annual Hours	Subjects
1 FTE	at least 720 hours	And 4 Subjects
0.75 FTE	at least 580 hours	And 3 Subjects
0.50 FTE	at least 360 hours	And 2 Subjects
0.25 FTE	at least 180 hours	And 1 Subject



HOW MANY DAYS A WEEK CAN A SCHOOL SCHEDULE?

- 15-801. School year; school month; holidays
- Preschool or Kindergarten: at least 3 day week.
- Others have the option of a 4 day week or 5 day week.
- Ensure that the annual instructional hours required are met when planning school calendar.



HOLIDAYS

- 15-801.” Governing boards of school districts may declare a recess during the Christmas holiday season not to exceed two school weeks”
- If a holiday falls within the two weeks, you can still schedule the two weeks in addition to the holiday.
- Example: in FY2012 Christmas is on Sunday but the holiday is scheduled for Monday, December 26. Districts can schedule the 10 non session days for Recess plus Monday as a non session day for Christmas.



FY2012 ADM CHANGES

- HB2385 passed in the 49th legislature, 2nd regular session 2010 and signed by the governor into law.
- Fundamental changes in the definition of ADM for non-AOI Entities.
- FTE definition clarifications for non-AOI entities.
- Eliminating the Adjusted ADM concept.
- School closure guidance and approval by ADE.
- Corrections of errors is only allowed for one year.
- Effective for FY2011-2012.



ADM DEFINITION

- **ADM:** "Average daily membership" means the total enrollment of fractional students and full-time students, minus withdrawals, who are enrolled on September 15, November 15, January 15 and March 15, divided by four"



ENROLLMENT DEFINITION

- ARS15-901-A-9 : **Enrollment** means when a pupil is currently registered in the school district.
- A **continuing student** is one who was enrolled through the last day of the preceding school year

Con tin uous

- A **pre-enrolled student** is one who has registered prior to the first day of classroom instruction of the current school year.

Pre enroll ment



ENROLLMENT DEFINITION

- For the purposes of determining ADM, **the first day of enrollment** for continuing or pre-enrolled students is either, the first day a student physically attends school or the first day that classroom instruction is offered, provided that the student physically attends school within the first 10 school days.
- For all other students, the first day of enrollment is the first day a student physically attends school.



CONCURRENT ENROLLMENT

An enrollment where at least one day of the enrollment (membership) is shared with another enrollment (i.e., the enrollments have an overlap of at least one day.)

Site 1

• Concurrency

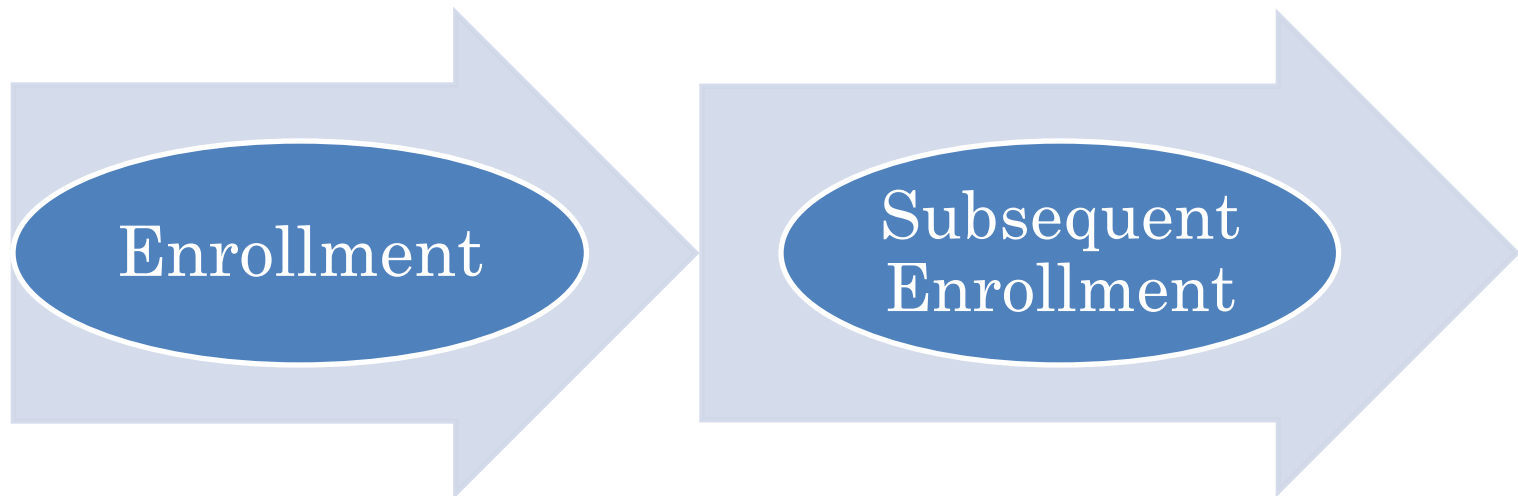
Site 2

• Concurrency



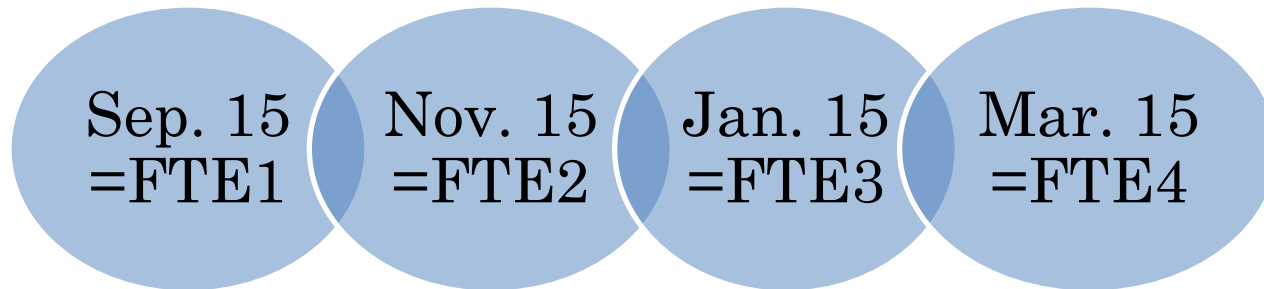
SUBSEQUENT ENROLLMENT

An enrollment (membership) that occurs in the same fiscal year as another enrollment and yet they have no days in common; they do not overlap at all.



THE NEW NON-AOI ADM CALCULATIONS

- FTE test: Determine the FTE for each student for each membership date.
- Each count date is a membership day.
- $ADM = (FTE1 + FTE2 + FTE3 + FTE4) / (4 \text{ Membership days})$.
- 4 refers to 4 membership days of Sep. 15, Nov. 15, Jan. 15 and Mar. 15.



ADM EXAMPLE # 1

- Assume: 0.75 FTE HS. student, enrolled on August 15, withdrew on Monday March 17th and last day of attendance was Friday, March 14. March 15 was on Saturday. What is the ADM for this student?
 - ADM at the end of the fiscal year.
- = $(0.75+0.75+0.75+.75)/4 = \underline{0.75 \text{ ADM}}$ because the student was enrolled on Sept 15, Nov. 15, Jan. 15 and Mar. 15.

Sep. 15
=0.75

Nov. 15
=0.75

Jan. 15
=0.75

Mar. 15
=0.75



200 DAYS SCHOOLS

- Districts or charters that are interested in increasing their session days to 200, will have to increase the instructional hours required by an additional 10% to receive the 5% increase to the base level amount.
- To be approved for 200 days please review the school finance manual:
<http://www.ade.az.gov/Guidelines/EX-18.pdf>



STUDENT ABSENCE

- It is the governing board's and the charter governing body's responsibility to establish a policy to excuse students from attendance.
- Daily absences: No changes to the data reported. Calculations will continue to exist using the current module, however they will only need to be reported at least every 60 days, and will not be factored in the ADM calculations.
- Reporting minutes of attendance for non-AOIs may no longer be needed as absences are no longer a factor in the ADM calculations.



SCHOOL CLOSURE

- It is recommended that each public school includes additional days of instruction to make up for potential closure due to snow or other events.
- The Superintendent of Public Instruction may allow school closure without having to make up the days under certain circumstances summarized as follow:
 - a. Widespread illness for any period of 3 consecutive business days
 - b. Adverse weather conditions for 3 consecutive days
 - c. Concerted refusal by students to attend classes for 3 consecutive days
 - d. Threats of violence for one day or more
 - e. Situations that affect safety



UPDATES FOR FY2011

- School Finance business rules can be located on the School Finance website at:
<http://publicportal.ade.az.gov/sites/SF/BusinessInformation/Business%20Rule%20Documents%20and%20Presentations/Forms/AllItems.aspx>



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